



DUTY STATEMENT

Classification: Office Technician		Position Number: 835-160-1138-002
Division/Office/Section: AFITS/ Fiscal Services Branch		
Location: 1001 I Street, Sacramento	Effective Date:	
Employee's Name:	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Supervisor's Name: Olga Garti		
Collective Bargaining Identifier (CBID): R01		

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

POSITION DESCRIPTION:

Under general direction of Staff Services Manager III, the Office Technician provides office support performing a variety of general duties for the Fiscal Services Branch. This includes daily mail distribution, revolving fund check distribution, archiving, drafting communications, and a variety of other tasks where clerical assistance is needed. This position is expected to regularly exercise a high degree of initiative, independence, and originality in performing assigned tasks. This includes the ability to perform difficult clerical work, such as the ability to spell correctly; use proper grammar; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public and other department staff; apply specific laws, rules, office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary; and communicate effectively.

ESSENTIAL FUNCTIONS

40%	Responsible for mail distribution pursuant to established procedures. This includes date stamping, sorting, and scanning; delivering to appropriate parties; all with an understanding of the time sensitivity of documents and checks received. Maintain archive records. This includes preparing records to be sent to archives and tracking requests to get items back from archives. Coordinating with Business Services Unit, as needed.
35%	Provide clerical support to the Fiscal Services Branch staff, including but not limited to: <ul style="list-style-type: none">Gathering data, typing various documents, scanning, filing, copying, data entry, and uploading of various documents.Assist with Quarterly Supply Orders by maintaining supply inventory and organizing supply cabinet. Sharing inventory and requests with the AFITS Executive Assistant.Overnight documents via GSO and Fed Ex.Schedule interview and prepare packets, and coordinate panel members. Send duty statements, check out laptops, rooms, etc. Set up testing, and escort interview staff to practical exams and interview (if physically present); provide Teams testing to candidate (if conducted remotely).Maintain Authorized Signature Cards and listing for payment approvers.Schedule meetings, room reservations, and the preparation and distribution of agendas and meeting minutes, as needed.
10%	Distribute revolving fund, general cash, and other checks. This includes preparing a sign out log, communication, and correspondence with staff; and mailing out checks as needed to recipients. Ensure proper authorization exists for all items picked up and maintain a log of staff authorized to pick up checks other than their own. Follow up with reminders on outstanding checks. Reconcile checks to ensure all sequentially numbered checks are accounted for. Report on status of all checks not less frequently than monthly to Chief Fiscal and Chief Accounting Officers.
5%	Provide support to assemble various packets/ binders; distributing materials for/ to Fiscal Services Branch staff, Executive staff, Agency, and external organizations such as the Department of Finance or

	FI\$Cal. Prepare summaries and transmittal memos for distribution to Executive staff, Agency, and Department of Finance, as needed.
5%	Enroll/ participate in training where necessary (by FI\$Cal, DOF, LinkedIn Learning) to broaden knowledge and remain current with changes/ updates.

MARGINAL FUNCTIONS

5%	Other duties as required to assist Fiscal Services staff in the completion of special projects, as appropriate.
----	---

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:		Date:
Employee Signature:		
I certify that the above accurately represent the duties of the position:		Date:
Supervisor Signature:		
PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:		
C&P Analyst:		Date Approved:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties performed may require annual physical.
- ☐ Duties require participation in the DMV Pull Notice Program (drives on state business 6 or more time per month).
- ☐ Requires the utilization of a self-contained breathing apparatus.*
- ☐ Operates heavy motorized vehicles.*
- ☐ Requires repetitive movement of heavy objects.*
- ☐ Performs other duties requiring high physical demand.* (Explain below)

*May require a pre-employment medical examination.

ESSENTIAL FUNCTIONS OF POSITION

- ☒ **VISION** – You must have sufficient vision to perform the following duties: identify resource requirements and prepare supporting materials; monitor all division contracts; develop training programs and examination planning; review legislation, prepare and initiate personnel transactions.
- ☒ **HEARING** – Your hearing must be sufficiently acute to perform following duties: perform phone consultations; take oral instructions from division management and personnel in other divisions
- ☒ **SPEECH** – You must have sufficient ability to speak to perform following duties: report budget, personnel, legislation, training, and administrative issues to management; speak on the phone; interact with division staff
- ☐ **CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties:
- ☐ **RESPIRATORY SYSTEM** - Your respiratory system must be in sufficient condition to perform these duties:
- ☒ **ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties: use computer (a, b, c, d, e, f, g); attend meetings (h, i, j, k, l, m, n); and, use of appropriate body parts to perform other duties of this position
- ☒ **MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: use the computer; telephone, calculator; FAX machine; drive vehicle to meetings, conferences workshops, etc.
- ☒ **BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoop, and kneel to perform the following duties: filing, archiving
- ☒ **SITTING OR STANDING** – You must be able to sit or stand for extended periods of time to perform the following duties: attend meetings, tour facilities, sit at desk for extended periods of time to perform division administrative duties that are mandatory for this position
- ☐ **LIFTING** – You must be able to lift up to pounds to perform the following duties:
- ☐ **CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: develop division budget and work plans; research civil service classifications; analyze organizational structure; maintain and develop division administrative policies; develop priorities for use of division's line item expenditures; prioritize and monitor division contracts; develop and coordinate division training programs; review legislation
- ☐ **EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- ☐ **LOSS OF AWARENESS OR CONSCIOUSNESS** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- ☐ **CONTAGIOUS OR COMMUNICABLE DISEASE** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- ☐ **DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive or operate dangerous equipment to perform the following duties:
- ☐ **Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?**

EMPLOYEE CERTIFICATION

- ☐ Yes. I am able to perform all of the above listed essential functions of the position, and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so.
- ☐ Yes, I am able to perform all of the above-listed essential functions of the position, but will require reasonable accommodation in order to do so.
- ☐ No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation.
- ☐ I am not sure if I am able to perform on or more of the above-listed essential functions of the job.

Signature

Date